

Are you ready for the BMS PassPort upgrade?

Here are some key dates to remember for the coming upgrade of the BMS Passport system:

Monday, July 1, 12 noon

The PassPort system will be unavailable from noon on July 1 thru July 8. If you need to order materials or services during the outage:

- Use your P-Card
- Order materials on the eStore Web Site
- Obtain emergency materials or services via the Web site <http://apweb02.rl.gov/rapidweb/phmc/procweb/docs/99/docs/NoPassportNoPower.doc>

Monday, July 8, a.m.

The upgraded PassPort system will be available to general users. Install the PassPort 9.0 connection on your desktop anytime so you'll be ready to go on July 8. However, this button or link will not be functional until July 8. All PassPort users will be sent a BMS bulletin that contains the icon you can copy and paste directly onto your workstation desktop.

- You can access the upgraded versions by going to <http://apweb02.rl.gov/rapidweb/phmc/bms/index.cfm?PageNum=87>.

Points of contact

The points of contact for emergencies during the PassPort outage are:

Material Requisitions

FH – Dana Worthington
376-9831

CHG – Alice Hendrickson,
376-8871

Contract Requisitions

FH – Project point of contact listed on the Web at <http://www.hanford.gov/pmm/contracting.pdf>
CHG – Jim Knight, 372-3669

Receiving

Shari Penny, 376-7177

Receiving Inspection (AVS)

Ken Bottineau, 373-0174

Contract Payments

FH – Sheri Evans, 372-3398
CHG – Angie Ragsdale

- You can then bookmark the page by pressing Ctrl-B or clicking the link to “create a favorite” to this page.

- To actually log on to PassPort, you need to then open your Web browser, click on “favorites” and then “PassPort 9.0.x Logon.”

To get ready...

To prepare yourself for the PassPort outage:

- Plan ahead and purchase your materials and services before or after the July 1-8 outage.
- Schedule you purchase deliveries for the week of June 24 or July 8.
- Approve your contract payment authorizations by noon, June 28.
- Provide hard copies of any specifications, inspection plans, purchase orders and contract releases for any materials or services that require receipt during this outage.
- Install the new PassPort Portal J Log-in shortcut by July 8.
- Become familiar with the new version of PassPort by logging on to the Portal J demo region at <http://apweb02.rl.gov/rapidweb/phmc/bms/index.cfm?PageNum=82>.
- View the PowerPoint or pdf slide shows about the new features of the PassPort system at <http://apweb02.rl.gov/rapidweb/phmc/procweb/index.cfm?PageNum=72>.
- Register and learn how to use the CENTRA online training tool at <http://apweb02.rl.gov/rapidweb/phmc/procweb/index.cfm?PageNum=127>.
- Send your questions about the upgrade to ^Contract Support Services. ■